

MONTANA PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION

TITLE: Computer Use

POLICY NO: MPERA Proc 01 EFFECTIVE DATE: October 24, 2012

I. POLICY AND OBJECTIVE

MPERA supplies its staff with personal computers. MPERA users are required to use their personal computers in a professional manner whether the use is in furtherance of the user's business responsibilities or for limited personal use. The objective of this policy is to provide guidelines for the use of the supplied personal computers and the programs and materials accessible via those computers and on the Montana state computer system.

II. APPLICABILITY

This policy applies to all MPERA users, both permanent and temporary, in their use of state-owned hardware and software computer resources.

III. USER RESPONSIBILITIES

- A. Users are responsible for having knowledge of the State's policies concerning security, appropriate use and care for their computer which can be accessed through the MINE webpage.
- B. As an authorized user of the State of Montana's computing and information resources, users must realize that their work products and data are state owned. Users are responsible for the safekeeping and the integrity of work products and data.
- C. All messages created, sent or retrieved over the state's systems are the property of the State of Montana. Users have no expectation of privacy for any messages. Agency system administrators and management can monitor e-mail for any purpose, including for performance and troubleshooting purposes, as well as if abuses are suspected. Users should use prudent judgment in sending messages over the e-mail system.
- D. Users will be assigned a home directory (H) with limited space on the server for the following:

1. Personal work drafts
 2. Temporary files
 3. Confidential work documents
- E. To ensure the most current version of a form is used, forms must be accessed from the Forms directory and are not to be saved to users' home directories.
- F. Documents requiring access by multiple users must be saved in the appropriate shared drive.
- G. The drives assigned to each workgroup must be maintained in the realigned format, which includes:
1. Using current MPERA naming conventions.
 2. Deleting drafts and previous versions of updated documents.
 3. Archiving records according to the approved retention schedule.
- H. Do not retain work documents on the (C) drive as it is not backed up.
- I. State computer facilities and UserIDs are to be used for the job-related activities for which they are assigned. State computing resources are not to be used for private commercial purposes. State computing resources may be used for limited non-state related activities during breaks or other non-working hours within the same guidelines and restrictions applicable to work-related use.
1. Personal use of e-mail must be limited and brief.
 2. E-mail sent over the state system must be proper in its content. Misuse of the State's email system includes "for profit" activities and circulating chain letters. (see MOM Employee Use of Information Technology policy).
 3. Personal computer use activities, including e-mail, remain subject to the state's right to monitor.
 4. Do not say, do, write, view, or acquire anything that you would not be proud to have everyone in the world learn about if the electronic records are reviewed by the public.
 5. Do not record personal computer activities as work-related time. Doing so will result in disciplinary action up to and including termination.

- J. Users shall not install software on workstations without the prior approval of and coordination with the LAN administrator. All software must be properly licensed and documented.
- K. All state computers have a warning banner displayed at all access points which users must read and acknowledge prior to logging-in and accessing the system. That banner advises users of the following:
 - 1. The proper use of the system;
 - 2. That the system is monitored to detect improper use and other illicit activity;
 - 3. That no one can expect privacy while using the system;
 - 4. The possible disciplinary action that will result from misuse of state computer resources, up to and including not only termination but also civil and criminal penalties.
- L. System security is needed to prevent the intentional or unintentional modification, destruction, or misuse of data and information technology resources. Users must use their unique user ID and establish passwords to access the MPERA systems.
- M. User IDs can only be used by their assigned user.
- N. If you have a question about a particular use, ask your supervisor before you use the state computer system for that purpose and expose yourself to disciplinary action.

IV. **PASSWORDS**

- A. State agencies and their users shall follow these standards when establishing passwords for users, networks, computer systems or other information technology resources. Passwords must:
 - 1. Be at least 6 characters long;
 - 2. Contain characters from **all** of the following three categories:
 - a. English uppercase characters (A through Z);
 - b. English lowercase characters (a through z);
 - c. Base 10 digits (0 through 9);
 - 3. Not be obvious or easily guessed (user ID, user's name, address, birth date, child's name, spouse's name, pet's name, etc.);
 - 4. Be changed at least every 60 days;

5. Not be reused for at least 6 cycles;
 6. Not be written down where they can be found by unauthorized personnel;
 7. Not be shared with other individuals.
- B. Work stations must be locked when the user is not present.
- C. When users leave work at the end of each day they must logoff the network and power off their workstation. Exceptions to this guideline include workstations that must be left on to run nighttime jobs. In these cases a password-protected screen saver must be used.

V. PORTABLE DEVICE USE

- A. MPERA has portable devices both assigned and available for checkout. Users with an MPERA business need for a portable device (i.e. job travel, overtime prevention, mission support needs, and medical needs) will be considered.
- B. All of the user responsibilities outlined for personal computers apply to portable device use.
- C. Priority for use will be:
1. Boardroom presentations.
 2. MPERA staff while traveling.
 3. Justified off-site business use.
- D. Portable device checkout procedures and responsibilities are as follows:
1. The laptop must be checked out from the LAN Administrator using Outlook (DOA MPERA Laptop Calendar).
 2. Damage to the laptop or software while in the user's possession is the responsibility of the user.
 3. Changes to the PC software or configurations are not allowed.
 4. The maximum checkout period is one week, subject to availability. This period may only be extended upon submission and approval of a new memorandum justifying need.

VI. SIGN-OFFS

- A. New users shall provide a written statement to management acknowledging the user has read the policy and agrees to abide by the policy and statutes. This shall be done on an annual basis.

VII. CROSS REFERENCES

The following laws, rules or policies may contain provisions that apply to this policy. The list should not be considered exhaustive – others may also apply.

MOM Employee Use of Information Technology

VII. HISTORY

MPERA Computer Use Policy March 2, 2005.

Amended effective April 21, 2010.

Amended effective October 24, 2012

VIII. APPROVAL

Approved: _____
Dore Schwinden, Executive Director
Montana Public Employee Retirement Administration

Date: _____



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MPERA Computer Use

Acknowledgement Form

By signing this form I acknowledge that I have read the document entitled "MPERA Computer Use Policy" issued on October 24, 2012, and understand that I am bound by the requirements in that policy.

I understand the State computer system (including the computer assigned to me by MPERA) is the property of the PERB. I know that MPERA may monitor or retrieve information created, stored, accessed by me or sent to or from me on the state computer system with or without notice at any time.

I know that I may direct any and all questions about the policy to the Executive Director before signing or at any time in the future.

PRINT NAME: _____

SIGNATURE: _____

DATED: _____